Policy Name	**Fire Policy (Campus)**
Policy Number	**LFTSFQ/0006**
Date of Issue	**September 2026**
Reviewed by	**Mrs K Adams**
Date of next review	**September 2027**

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This document details the Fire and Emergency Evacuation procedures for the Campus. Staff must ensure that they are familiar with these procedures and act upon the requirements.

This procedure applies to all staff, students and visitors across the Campus

(1) Action on discovering a Fire

- Sound the alarm by using the nearest available alarm point
- Close doors if possible to isolate fire
- Do not fight a fire unless trained to do so
- Exit building

(2) Action when the Fire Alarm sounds

- Leave building safely and responsibly via nearest exit
- Supervise evacuation of students/others in your charge as applicable
- Staff are responsible to make sure their own room/area is clear
- Do not re-enter the building
- Make way to Fire Assembly Points (Astroturf)

(3) Assembly Points

The assembly points are located at the back of the Campus in the Astroturf area **APPENDIX 1**

(4) Action to take while assembled

- Student registers will be issued by Attendance Officer (registers are printed AM and PM to account for any sickness)
- Teachers should take register for their class line, report to their designed Checker that their class is present
- Checkers to gather information on all the classes in year for which they are responsible and record on **APPENDIX 2** They should take out a check list for every evacuation, and Admin Team will take out spare copies
- Support staff to check their own teams and marked on sheet (which will taken out by Admin Team)
- Completed lists to Mrs E Smart/Admin
- If any students missing, may have signed out so check with Mrs Coultas, Attendance Officer.
- Admin Team to check all visitors are present
- Checkers to advise Fire Marshall Supervisor that all OK
- Fire Co-ordinator to give signal for entry to buildings after liaison with Site Team
- Classes should be silent while at the assembly points – they will not be allowed back into the building otherwise
- QEMS students out through Astroturf gates, SF/Exams through side gates

(5) Staff responsible / checkers

• Fire Co-ordinator	Katie Adams & Ash Perry
• Fire Marshall Supervisor	Emma Smart
• Checkers – student year groups	SLT members Yrs 7 -11)
(updated check list emailed to staff)	Mark Harrison Yrs 12 - 13
• Visitors	Admin Team
• Exams	Grace Powell

(6) Visitors and Contractors

All visitors and contractors must sign in on arrival via InVentry and report to the appropriate assembly point in the event of a fire. They must sign out on leaving the premises. In the event of a fire evacuation, the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

(7) Persons using a wheelchair and/or with restricted mobility

Those with restricted mobility should make their way to the Safe Refuge Point or Place of Safety and wait there. If there is an intercom in the area, this should be used to notify staff of their position. Trained staff will monitor the control panel. The lift should NOT be used at Sixth Form.

(8) Safe Refuge Points and Places of Safety

Sixth Form - Safe Refuge Points (self contained area) at Sixth Form are located on the First Floor:

1. D Wing, back, at top of staircase
2. By D03
3. E Wing, back, at top of the staircase
4. F Wing, back, at top of the staircase
5. LRC through door on the left
6. Theatre Projection Room, at top of staircase (through E-Learning)

The safe refuge phone panel in SF main entrance will be manned by the Admin Team

QEMS - Places of Safety (identified as being safe) at QEMS are located on First Floor :

1. Bottom of middle stairs
2. Top of back stairs area
3. By E1
4. By E7

(9) Examination Room Evacuation

See **APPENDIX 3**

(10) Outside Lettings / External Customers

See **APPENDIX 4**

(11) Summoning the Fire Service

Responsibility of Site Team/ Fire Co-ordinator

(12) Fire Notices

Fire action notices are displayed in each room across the campus indicating the action to be taken on discovering a fire or upon hearing the fire alarm.

(13) Fire Drills

Fire drills will be carried out at least once per term and logged

(14) Fire Alarm Tests

Fire alarms are tested weekly by the Site Team and a record maintained.

(15) Fire Fighting Equipment

Firefighting equipment tested at least once a year by a competent/qualified service engineer and a record maintained by the Site Team.

(16) Medical

Medical Officer/First Aiders should take any necessary medication needed by student and staff.

(17) Personal Emergency Evacuation Plan (PEEP)

If a PEEP is required for any persons, please discuss this with Mrs E Smart.

(18) Swimming Pool (QEMS)

The alarm for the pool is linked in with the QEMS. The back pool fire door should be used for evacuation to a separate assembly area near to the pool. A walkie-talkie is located in the pool room which will be used by the member of staff in charge to communicate with the Site Team

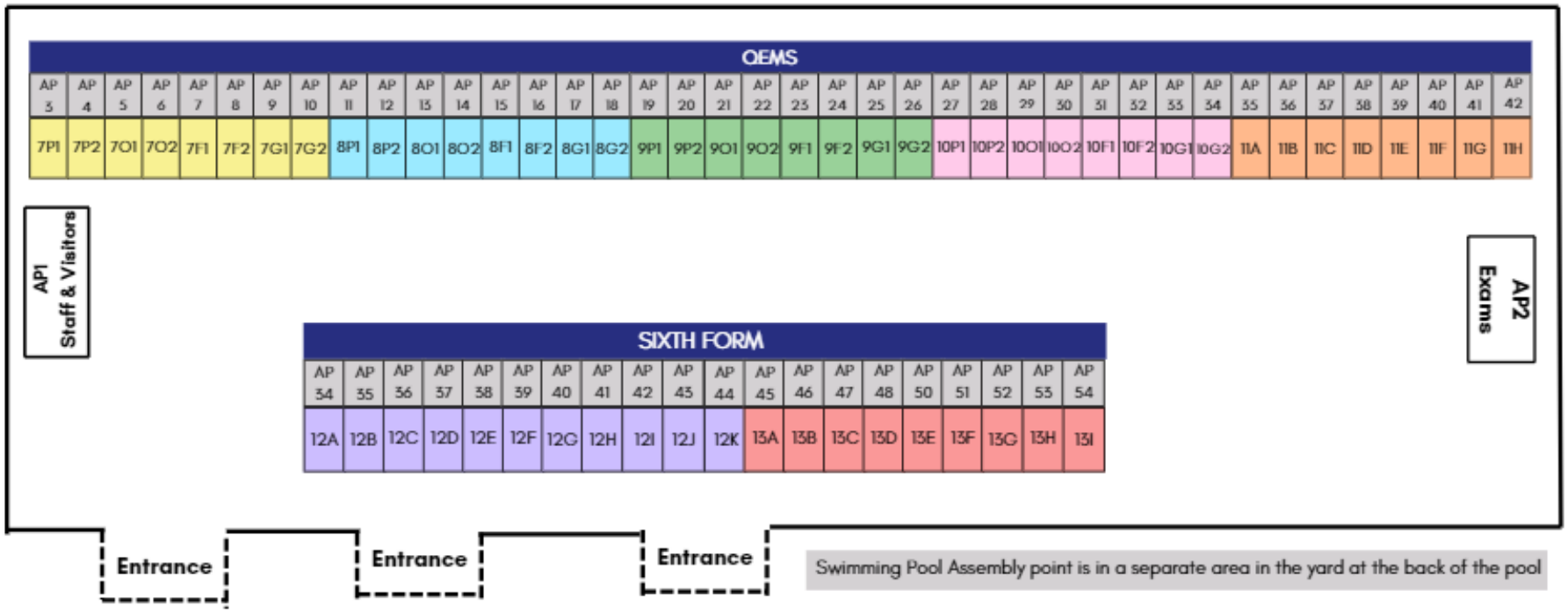
Only when all staff, students and visitors are accounted for can people return to the buildings

The Fire Co-ordinator will give the all clear to return to the buildings

All Appendices referred to in this Policy will be updated regularly and issued to staff on an on-going basis, with relevant fire notices posted around the Campus

Appendix 1
Fire Assembly Points at the Astroturf, back of Campus
CLASS GROUP LINE UP

Fire Assembly Points



Appendix 2
Fire Check List examples

DATE		
Group	**All present ✓**	**If missing, name**
Yr 7 Nathan Hill		
7F1/TU		
7F2/TU		
7G1/TU		
7G2/TU		
7O1/TU		
7O2/TU		
7P1/TU		
7P2/TU		
Yr 8 Tom Whitfield		
8F1/TU		
8F2/TU		
8G1/TU		
8G2/TU		
8O1/TU		
8O2/TU		
8P1/TU		
8P2/TU		
Yr 9 Alex Murdoch		
9F1/TU		
9F2/TU		
9G1/TU		
9G2/TU		
9O1/TU		
9O2/TU		
9P1/TU		
9P2/TU		
Yr 10 Sharon Scott		
10F1/TU		
10F2/TU		
10G1/TU		
10G2/TU		
10O1/TU		
10O2/TU		
10P1/TU		
10P2/TU		

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Support Staff - Fire Evacuation

Member of staff highlighted (or other member in group as appropriate) should check group and report back to Admin Team that staff in that group are present.

Admin, Data & Exams Staff	**Emma**	**Smart**		
	Jenny	**Fowmes**		
	Faye	Birch		
	Grace	Chaundy		
	Susan	Jordan		
	Kelly	Bennett		
	Chloe	Boddington		
	Grace	Powell		
	Kirsti	O'Neill		
Catering S F & QEMS	**Tracie**	**Chandler**		
	Sara	Allman		
	Claire	Huntington		
	Cheryl	Thomas		
	Deborah	Barnfield		
	Tina	Lees		
	Ruth	McConnell		
	Rebecca	Pegg		
	Amanda	Steadman		
	Helen	Wilson		
	Kirsty	White		
	Kathleen	Mabey		
	Tanya	Williams		
Cleaning Team	**Clare**	**Moore**		
	Michelle	Baker		
	Michelle	Bonner		
	Karen	Bonner		
	Denise	Cotterill		
	Louise	Dixon		
	Dawn	Elliot		
	Christine	Fullilove		
	Tracy	Goodwin		
	Tanya	Horton		
	Fiona	Oomer		
	Sharon	Ross		
	Anthony	Sheard		
	Fay	Tilford - Spooner		
	Sally	Mason		
	Oksana	Tarasiuk		

Appendix 3
Fire - Examination Room Emergency Evacuation Procedure

On hearing the fire alarm, the Invigilator must take the following action:

- Tell the candidates to stop writing and leave the question papers and scripts on their desks
- Evacuate the room in an orderly fashion **without talking**
- **Candidates must not attempt to collect bags or coats**
- The invigilator should collect the exam register and evacuate candidates by following the emergency exit signs
- **Make sure that the candidates are supervised as closely as possible while they are out of the exam room**
- Assemble candidates on the appropriate Assembly Point on the Astroturf at the back of the Academy campus
- When assembled, check the candidates against the exams register
- Candidates must not have contact with other students and must not have mobile phones in their possession
- Make sure there is no discussion about the examination - inform candidates that they are still under examination regulations
- In all circumstances, candidates should follow the instructions of the invigilators and remain calm
- Make a note of the time of the interruption and how long it lasted
- At the end of the emergency, the Examinations Officer (having been advised by the Fire Control Co-ordinator) will inform you when to return to the examination room
- On return to the examination room, allow the candidates the full working time set for the examination
- Make a full written report of the incident to the Examinations Officer

Everyone should assemble at the Fire Assembly Points located at the back at the Academy Campus (Astroturf)

No-one should return to the building until the all clear is given by the Fire Co-ordinator

Appendix 4
Outside Lettings / External Customers

Landau Forte Enterprises | FIRE & EVACUATION

Landau Forte Academy - Fire & Emergency Evacuation Procedures

All external customers and users of the Landau Forte Charitable Trust Facilities

If you find a fire - sound the nearest alarm, inform the nearest member of staff and evacuate the building.

In the event of the alarm sounding	• All – Evacuate the building/s quickly and quietly by the nearest safest exit, which may not be the front entrance to the premises • Do not collect belongings or wait for others • Follow GREEN RUNNING MAN signs and/or instructions from the Fire Marshalls • Do not use the lift • Report immediately to the assembly area (see below)
Restricted Mobility – DO NOT USE THE LIFT	• If you are on the first floor and cannot exit by a stair route, follow the GREEN RUNNING MAN signs to the nearest Safe Refuge Points (at the top of each stairwell) • Wait for Fire Marshalls • Do not attempt to exit the building unaided • The ground floor has a number of exits for use, follow the GREEN RUNNING MAN
Group Leaders and the Responsible/ nominated fire person/s	• Ensure all persons in your group leave the building • Tell any group member with restricted mobility to wait at the nearest Safe Refuge Point • Close the doors of rooms vacated- do not lock any doors • Immediately notify the nearest staff member from LFCT of any person/s waiting at the Safe Refuge Points
ALL- Assembly at the nearest assembly area	• LFA Amington = ASTRO TURF • LFA QEMS and Sports Centre = ASTRO TURF • LFAT Sixth Form = ASTRO TURF • LFAG Greenacres = UPPER JUNIOR PLAYGROUND

To be completed by Customer

Signature: ..... **Date:** .....

For and on behalf of: .....

Position: .....

Landau Forte Enterprises | SIXTH FORM

House Keeping Rules at Landau Forte Academy Tamworth Sixth Form - Fire Induction

Fire Induction completed by Landau Forte representative .....

Fire Induction completed with customer representative .....

Date Completed on ..... Time .....

Declaration	Customer name/organisation ..... will be responsible for ensuring all parties of the group and organisation have been made aware of the Fire Procedure and Policy. This includes all cast, crew, volunteers, organisers, parents, participants and guests. The organisation will be responsible for communicating House Keeping Rules at the start of any performance in a welcome note, including the Fire Procedure to all guests/visitors attending any performances or shows.

To be completed by Site representative

Date .....

Completed by .....

Signed .....

To be completed by Customer

Date .....

Completed by .....

Signed .....

LANDAU FORTE CHARITABLE TRUST

Date	**September 2026**
Change Made	**Various**
Made By	**Mrs K Adams**